

SUBJECT: Basic Leader Course Welcome Letter

Dear Student Candidate:

Welcome and congratulations on your selection to attend the Basic Leader Course (BLC) at the Fires Center of Excellence (FCOE). This letter will inform you of everything you need to have in your possession and complete prior to reporting to BLC. Your selection is an indicator that you are a proven leader and up to the education challenges awaiting you at the FCOE. The Small Group Leaders (SGLs) and NCO Academy support Staff commit ourselves to ensuring your BLC experience is equally challenging and professionally rewarding. **Please read this letter thoroughly.**

BLC is a non-Military Occupational Specialty (MOS) specific, leader-centric course that serves as the foundation of the NCO Professional Development System (NCOPDS). BLC focuses on six Leader Core Competencies (LCC), Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC's design is to build basic leader and trainer skills necessary to lead a team-size element. BLC provides the foundation for further development throughout the Professional Military Education learning continuum. BLC provides education through use of the Army Experiential Learning Model (ELM) methodology. Small group leaders (facilitators) facilitate lessons in a small group setting applying a collaborative approach, allowing you and your classmates to discover information and then apply this information to new and ambiguous situations. Lessons include critical and creative thinking activities and exercises, aiding in your ELM experience. Your facilitators will assess your leadership ability and success potential through actively observing students' discussions and interactions.

After arriving on Fort Sill, please report to the USANCO Academy corresponding to your specific ATRRS report date. Day-0 in-processing day, report to Building #3669 in OCP Uniform between 0530 hours to 1700 hours possessing all required documents. Required documents are located in the attached email with this letter and below.

If you are traveling from out of town (50 miles) or another installation out of the state and are reporting after normal duty-hours, sometime between 1700 hours and 2359 hours, please contact the NCOA Staff Duty at (580) 695-2816 to obtain further instruction. You are to report the day of your ATRRS report date, no later than 2359 hours on your report date. I encourage you to arrive early as possible on your ATRRS report date to better facilitate your needs and in-processing.

Students not permanently stationed on Fort Sill will receive a barracks room and will sign for a meal card. Fort Sill, NCOA does not have barracks assigned to the Academy. Barracks rooms will contain the necessities (furniture). You must provide your own linen and any other commodities that you will need for duration of your BLC stay. If you arrive by POV, you have authorization to drive the POV throughout the duration of BLC.

NCOA Strongly encourages that Commands sending Soldiers from out-of-town, authorize rental vehicles for groups or individuals at the unit's expense. This is

because the barracks can range from 1 to 2 miles away from the Academy and dining facilities. Students coming from the same posts can ride share with one or two students with rental car authorizations. The **NCOA DOES NOT PROVIDE TRANSPORTATION TO STUDENTS** to the various barracks locations and dining facilities. Without transportation, available time is limited for meals and personal hygiene due to distances/movement times between the various facilities.

NCOA DOES NOT PROVIDE TRANSPORTATION TO AND FROM AIRPORTS.

NCOA prohibits the use of privately owned motorcycles, zero exceptions.

When reporting, you must present at a minimum, one-copy of the following documents:

1. DA Form 3349 for Permanent Profile (if applicable)
The NCOA will deny enrollment to students with most temporary profiles.
Some temporary profiles that are accepted are: shaving profile, knee brace, etc.
2. Complete TRADOC Form 350-18-2-R-E (TASS Pre-Execution Checklist) signed by your Company/Battery/Troop Commander, *not the Executive Officer or First sergeant* (Version APR 2018) Please see attachment in Welcome Packet.

3. ERB (No more than 30-days old from BLC report date)

Student over 40-years old must provide an over 40 physical with EKG results.

4. Assignment orders, bringing you to BLC

Either actual orders from Personnel Management or a DA Form 4187 signed by the approving authority will be accepted as orders. See BLC Example Orders attached. (DA 4187 MUST be signed by either the Battalion or Brigade Commander)

Out-of-town students will have to provide their DA Form 1610 (obtain from your online DTS account)

5. Print out of current/up to date (within 30 days of report date) SGLI and DD 93
6. Certificate of completion of Structured Self Development One (SSD1)
7. Information Assurance Awareness Training Certificate located at (<https://ia.signal.army.mil/login.asp>) (IA Certificate)
8. Mandatory NCO Support Channel contact information / POV Inspection Sheet if required (see attached in email)
9. Fort Sill Acceptable Use Policy (FS Form 116)(See Attachment)

*******No other documents are required for attendance to BLC*******

All students from Fort Sill (home station) are **REQUIRED** to have CAC access to the Fort Sill NIPRNet. This is the requirement for use of classroom computers because all instruction is facilitated using Blackboard. If local Soldiers cannot access the NIPRNet either with a 'TRADOC Student Account' or by ways and means of their unit's S6, **NCOA**

will deny enrollment to applicable students (BLC CMP). All Soldiers must also ensure they are registered in the “Army Training & Certification Tracking System” (ATCTS). S6’s usually handle this. This registration will ensure your account will not be disabled. You must access the ATCTS by going to <<https://atc.us.army.mil/iastar/login.php>> to register your Information Assurance (IA) Training Profile. Follow all directions on the webpage to ensure you have registered correctly. You must do this prior to reporting to BLC. If your account disables during mid-course, you did not register your IA Profile with ATCTS.

Student will receive an official Army Height and Weight Screening within the first 24-hours and undergo an APFT within the first 48-hours of the BLC start. Arrive able to meet the Army Standards of AR 600-9 and APFT. Should you fail either the Height/Weight standard or APFT, one week later, you will receive a Height/Weight rescreening and or second APFT. If you fail your Height/Weight rescreening or second APFT, NCOA will dismiss you from BLC IAW AR 350-1.

NCOA strongly recommends that you have your finances in order, prior to BLC arrival and have an active government travel card for expenses. If you are flying, do not schedule your return flight earlier than 1300 hours on graduation-day, to accomplish BLC out-processing.

NCOA strictly prohibits the possession of privately owned weapons throughout students’ attachment to the NCO Academy.

Please visit the Fort Sill NCO Academy website for additional information:
<<http://sill-www.army.mil/usancoa/blc.html>>

Your BLC Point of contact is SSG (P) Eric Forsythe, BLC Senior Small Group Leader at 580-442-7490 or erick.p.forsythe.mil@mail.mil.

//ORIGINAL SIGNED//
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